



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3926

**JUL 27 2006**

IMAH-HRD-C

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #30,  
Extension of Overseas Tours Beyond 5 Years

1. REFERENCES.

- a. 5 USC, Government Organization and Employees, and 10 USC, Armed Forces.
- b. 5 CFR, Part 301, Overseas Employment.
- c. DoD 1400.25-M, Chapter 301, Rotation of Employees from Foreign Areas, August 1988.
- d. DoD 1400.20-1-M, DoD Program for Stability of Civilian Employment, July 1998.
- e. AR 690-300, Chapter 301, Overseas Employment, 12 August 1994.
- f. AR 690-300, Chapter 352, Reemployment Rights, 12 August 1994.
- g. Memorandum, Assistant Secretary of Defense, March 26, 1997, subject: Five-Year Rule Limitation on Foreign Employment,.

2. PURPOSE. To supplement relevant policies of the Department of Defense (DoD) and Department of the Army (DA), to re-delegate approval authority, and to provide implementing procedures for the administration of overseas tour extensions beyond 5 years for civilian employees.

3. APPLICABILITY. These procedures apply to all appropriated fund civilian employees assigned to IMA serving in foreign areas, to include DCIP employees. These procedures do not apply to employees with uninterrupted foreign area service since 1 April 1966; individuals employed at the GS-6 level or lower or in non-supervisory wage grade positions as long as they remained continuously employed at this GS or WG level after 24 August 1988 and family member employees who are not sponsors. This memorandum supersedes IMA policy memorandum #34, July 30, 2004.

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#### 4. POLICY.

a. IMA Region Directors (RDs) are delegated the authority to approve tour extensions beyond 5-years. Administrative Assistant to the Secretary of the Army does not permit further delegation of this authority.

b. IMA supports the DOD 5-Year Overseas Rotation Policy. Extension of overseas tours beyond 5 years is a management option, not an employee benefit. IMA encourages CONUS and foreign area interchange of employees. This interchange provides employees career development opportunities and supports the DA goal of maintaining a cadre of mobile employees with broad experience.

c. Requests for extension of overseas tours beyond 5 years will be based on significant mission requirements, career development considerations, or situations of a humanitarian nature. The following are examples:

(1) An organization's mission will be seriously harmed if the employee leaves (i.e., the employee is engaged in an important special project that cannot be handled effectively by another individual without significant delay and/or cost).

(2) Employee was recently promoted or assigned to a new and challenging position (less than 12 months before the current tour ending date), and management has decided that his/her remaining in the foreign area for an additional tour will enhance the employee's career development.

(3) The employee wants his/her child to complete the current school year or to allow the employee or an employee's family member to continue medical treatment before traveling to a new location. In this case, a short-term extension (6 months or less) of the current tour might be approved.

d. The RDs may grant extensions for a period of up to 24 months in a 24-month or 36-month tour of duty area and for a period of up to 12 months in a 12-month tour of duty area.

e. Officials with the authority to approve tour extensions must consider the following factors when evaluating a tour extension request:

(1) Mission and operational impact.

(2) Individual's special/unique qualifications, and an analysis of the availability of such qualifications in the applicant pool.

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(3) The impact (financial, operational, efficiency, manpower, political, etc.) of a decision to not extend the individual.

(4) Consistency in application of the tour extension policy.

(5) Rational for the recommended period of extension.

(6) The employee's current performance rating must be fully successful or better.

(7) The employee has current knowledge, skills, and abilities required in the job.

(8) The employee has successfully adapted to the overseas work and cultural environment.

(9) Base Realignment and Closure and Restationing that supports end state plans and missions.

f. Consistency in application of the tour extension policy.

g. Will the extension result in the employee's loss of return rights.

h. The effect the extension will have on placement of surplus employees.

i. All preceding employment with the DoD in a civilian, appropriated fund capacity overseas shall be included in computing the 5-year period, except service that was interrupted by residence in the United States or other non-foreign areas.

j. Management decisions regarding tour extensions are not subject to grievance or appeal procedures.

k. Employees serving in the following positions are exempt from the DoD 5-Year limitation on overseas employment:

(1) Employees in positions that require frequent contact with officials of the host nation and a detailed current knowledge of the culture, mores, laws, customs, or government processes of the host nation, which usually cannot be acquired outside the host nation. A position will not be placed in this category unless the position description clearly specifies that the above duties and special knowledge are required. A requirement to speak the host-country language and have frequent contact with officials of the host nation is not sufficient reasons to automatically designate a position exempt.

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(2) Family members of military or civilian DoD employees not serving under their own transportation agreement.

(3) Employees in the Senior Executive Service (SES).

(4) Employees who were employed in a foreign area continuously since 1 April 1966, regardless of grade.

(5) As of 24 August 1988, employees employed in GS-6 or below, or nonsupervisory wage grade positions that are currently exempt from rotation, may continue to be exempt as long as they remain continuously employed at those levels.

(6) Employees who are appointed on an Overseas Limited Appointment of indefinite duration.

(7) Some employees who are serving on excepted service appointments.

## 5. PROCEDURES.

a. Approving Officials. The RDs are delegated authority to approve tour extensions beyond 5 years for employees assigned to their regions, including employees in Garrisons and other region activities. Local commanders are delegated authority to approve tour extensions beyond the initial tour, not to exceed the 5-year limitation on overseas tours established by DoD. This authority may not be re-delegated.

b. The Director, IMA will conduct an annual review of the Overseas Rotation Program.

c. The RDs will:

(1) Ensure compliance with the established criteria identified in appropriate references and in this memorandum, and approve requests based on delegated authority.

(2) RD's will be the approval authority in designating positions as "Overseas Unique" and therefore exempting subject position from the 5-year limitation. The authority to designate positions, as "Overseas Unique" should be consistent with the authority to approve overseas tour extensions beyond 5 years.

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(3) Prepare an annual evaluation of the Overseas Rotation Program for the Director, IMA (Encl 3). Report is due not later than 15 November for all tour extensions processed for the previous fiscal year . The annual evaluation report will contain the following information on employees extended beyond five years:

- (a) Number of employees who were considered for tour extensions.
- (b) Number of employees who were extended.
- (c) Number of employees extended beyond 5 years and the reason for management's decision to extend.
- (d) Percentage of employees remaining overseas beyond 5-years.
- (e) HQ, IMA may request reports on other aspects of program administration.

(4) Review the selections of all candidates selected from another geographic area whose overseas tour would result in serving more than 5 years in one or more overseas areas. The RD must provide an approval/disapproval decision prior to official offer of employment.

(5) Document the final decision. The employee's signed rotation agreement will serve as the basis for returning employees to the United States. The decision to extend an employee's tour beyond 5 years must be based on valid, mission-related, nondiscriminatory reasons.

d. Garrison Commanders (GCs) will:

(1) Make recommendations to the RD identifying individuals for tour extensions that would extend the employee's total overseas service beyond 5-years.

(2) Ensure that justifications for all tour extensions are in compliance with DoD 1400.25-M, Chapter 301, subchapter 4, Rotation of Employees from Foreign Areas, 24 August 1988 and this policy.

(3) Coordinate tour extension packets with appropriate Career Program Manager.

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e. Managers/Supervisors will:

(1) Complete the extension proposal documentation packet (encl 4) and submit packet through the chain of command to the appropriate approval authority early enough to allow employees to register in PPP 6 months prior to their DEROS, if applicable.

(2) Review the organization's mission and previous recruitment efforts in order to provide documentation supporting the need to extend an employee's overseas tour.

(3) Provide the final written decision to the employee in a timely manner in order to maximize the employee's opportunity to register in the Priority Placement Program (PPP), exercise Reemployment Rights, or make other personal decisions. Sample notification memorandums provided at encls 1 and 2.

(4) Ensure that employees who are not extended take the appropriate action to register in the Priority Placement Program within 7 workdays after notification that their tour is not being extended, or no later than the earliest possible registration date.

(5) Plan well ahead of an employee's tour expiration date in order to ensure that effective recruitment efforts are made. Requests for extensions of employees based on lack of a selected replacement will not be approved unless there is evidence that recruitment began with sufficient lead-time (at least 90 days prior to incumbent's tour expiration date), and that the position is critical and difficult to fill.

(6) Make recommendation for approval or disapproval for all tour extension requests.

(7) Seek required information, advice and guidance concerning overseas tour extensions, to include eligibility for renewal agreement travel (RAT), exercise of return rights and registration in the PPP from the servicing CPAC.

(8) After decision, forward extension packets to the servicing CPAC.

(9) Use the enclosed sample memorandums and formats to document tour extensions.

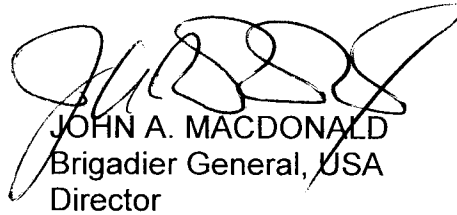
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6. PROPONENT: The Human Resources Division is the proponent for this policy.  
POC is the Chief, Staffing Section, at commercial (703) 602-3320, DSN 332-3320.

4 Encls

1. Sample Tour Extension
2. Sample Tour Disapproval
3. Sample Report
4. Request for Decision



JOHN A. MACDONALD  
Brigadier General, USA  
Director

## **SAMPLE TOUR EXTENSION APPROVAL MEMORANDUM**

(Office Symbol of Requesting Organization)  
MEMORANDUM THRU (organization Requesting Extension)  
FOR Civilian Personnel Advisory Center  
SUBJECT: Extension of Overseas Tour Beyond Five Years – Mr./Mrs.

1. Approval is granted to extend the overseas tour of Mr./Ms. for – year(s) until (date). Please ensure that this action is coordinated with the activity maintaining return rights for the employee, if applicable
2. This approval is subject to the understanding and agreement to register for return placement in the United States under provisions of the Department of Defense Priority Placement Program, if applicable, or to make other arrangements acceptable to the command at least six months prior to expiration of this extension.

Authorizing Official's Signature

Encl 1



**SAMPLE DISAPPROVAL TOUR EXTENSION MEMORANDUM**

(Office Symbol of Requesting Organization)  
MEMORANDUM THRU (Organization Requesting Extension)  
FOR Civilian Personnel Advisory Center  
SUBJECT: Extension of Overseas Tour Beyond Five Years – Mr./Ms.

1. The request to extend the overseas tour of Mr./Ms. is disapproved.
2. Extension would not be consistent with Army and command policy to promote US-foreign area interchange of employees.
3. Please arrange within seven days-to counsel Mr./Ms. \_\_\_\_\_ on his/her options for return placement assistance and registration in the Department of Defense Priority Placement Program, if applicable.

Authorizing Official's Signature

Encl 2

**- SAMPLE REPORT --  
ANNUAL TOUR EXTENSION REPORT  
FY 2003**

**IMA REGION: XX REGION**

**REGION POC: JOHN SMITH, DSN 333-3333**

- 1. Total Appropriated Fund workforce subject to rotation in FY03: 422**
- 2. Total number of positions designated exempt from rotation in FY03: 02**
  - a. GS-0201-13, Human Resource Spec (Classification), CPCN BA02021-43442**
  - b. GS-2001-12, General Supply Spec, CPCN BA00221-24442**
- 3. Total Number of employees extended beyond 5-Years: 75**
  - a. Total extended based on mission requirements: 68**
  - b. Total extended based on personal/humanitarian reasons: 03**
  - c. Total extended based on position being hard-to-fill: 04**
- 4. Percentage of workforce remaining overseas beyond 5-Years: 12%**

**REGION DIRECTOR'S  
SIGNATURE BLOCK**

Encl 3

**(USAIMA TEMPLATE)**

IMA Region/Garrison: \_\_\_\_\_ POC: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Part A – Employee Information**

Employee Name: \_\_\_\_\_

PP/Series/Grade: \_\_\_\_\_ Date Last Promoted: \_\_\_\_\_

Employee Organization: \_\_\_\_\_

Emergency Essential ☐ No ☐ Yes (if yes, must have signed DD Form 2365)

Return Rights (SG/HG) ☐ No ☐ Yes (if yes, RR to and date RR expire: \_\_\_\_\_)

Employment Status ☐ Career/Career Conditional ☐ Overseas limited (OSL) NTE: \_\_\_\_\_

Current DEROS: \_\_\_\_\_ Date Arrived Overseas: \_\_\_\_\_ Date 5-Year Limit Expires: \_\_\_\_\_

Total Overseas Service: \_\_\_\_\_ Years \_\_\_\_\_ Months

**Part B – Supervisor Recommendation**

☐ Recommend extension for a period of \_\_\_\_\_ months (NTE \_\_\_\_\_)

☐ Not extended in accordance with Department of Defense policy limiting civilian employment in foreign area to five years

By recommending this extension, I hereby certify that the employee—

1. Is current in knowledge, skills, and abilities,
2. Has a current performance appraisal of fully successful or higher, and
3. Has adapted to the overseas environment.

**Justification:**

1. **Required only when overseas tour extensions are recommended.**
2. **As a minimum, when requesting an extension for operational necessity you must address the specific project(s), programs, initiatives, etc.; employee's unique qualifications; impact if not extended, and any previous recruitment concerns which may render subject position as being "hard-to-fill".**
3. **Justification must be submitted on a separate sheet.**

\_\_\_\_\_  
Typed/printed name of supervisor

\_\_\_\_\_  
Duty Phone

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Part C – Garrison Commander**

☐ Recommend Approval (for a period NTE \_\_\_\_\_ months) ☐ Nonconcur (Return Action to Supervisor)

Supervisor will inform employee of extension decision and inform employee of their rights for placement assistance in CONUS.

\_\_\_\_\_  
Typed/printed name of Garrison Commander

\_\_\_\_\_  
Duty Phone

\_\_\_\_\_  
Garrison Commander's Signature

\_\_\_\_\_  
Date

**Part D – IMA Region Director**

☐ Approve (for a period NTE \_\_\_\_\_ months)

☐ Nonconcur (Return Action to Garrison Cdr)

\_\_\_\_\_  
Typed/printed name of Region Director

\_\_\_\_\_  
Duty Phone

\_\_\_\_\_  
Region Director's Signature

\_\_\_\_\_  
Date